

# APPROVED

June 1, 2004

## Michigan State Administrative Board

Lansing, Michigan

May 18, 2004

A regular meeting of the State Administrative Board was held in the Michigan Room, 2nd Floor, Romney Building, on Tuesday, May 18, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor  
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General  
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joseph Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State  
Jean Shane, Special Assistant, Office of the Superintendent, representing Thomas D. Watkins, Superintendent of Public Instruction  
Wayne Roe, Jr., Administrator of Contract Services, Bureau of Finance and Administration, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Kim Davis, Joe Slivensky, Department of Civil Service; Sergio Paneque, Executive Office; Christie Brandau, Sheryl Mase, Department of History, Arts, and Libraries; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Pam Lavender, Jackie Shinn, Department of Transportation

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the special meeting of April 15, 2004, the regular meeting of April 20, 2004, and the regular meeting of May 4, 2004. The motion was supported by Mr. Fox and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

The correspondence from Joseph L. Fielek, Department of Treasury, dated April 28, 2004, Regarding Continuing Disclosure Pursuant to Securities and Exchange Commission Rule 15c2-12 was accepted by the Board.

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

**Retention and Disposal Schedule(s):**

DEPARTMENT OF ATTORNEY GENERAL, Health Care Fraud

HISTORY, ARTS, AND LIBRARIES

Mackinac Island State Park Commission, Mackinac State Historic Parks,  
2/25/2004

Michigan Film Office, 3/25/2004

DEPARTMENT OF STATE, Assigned Claims Facility, 4/5/2004

DEPARTMENT OF TRANSPORTATION, Maintenance, 3/26/2004

Ms. Leffler moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Mr. Pavona and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

- - - - -

Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of May 11, 2004. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held May 11, 2004 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

- - - - -

Ms. MacDowell presented the Building Committee Report for the regular meeting of May 12, 2004. After review of the forgoing Building Committee Report, Ms. Rossi moved that the Building Committee Report covering the regular meeting held May 12, 2004 be approved and adopted. The motion was supported by Mr. Fox and unanimously approved.

- - - - -

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of May 12, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held May 12, 2004, be approved and adopted with the withdrawal of Item 29 of the regular agenda by the Department of Transportation. The motion was supported by Mr. Fox and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved to adjourn the meeting. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

---

SECRETARY

---

CHAIRPERSON